

# **Downtown Providence District Management Authority**

## **Board of Directors Meeting**

**Thursday, April 20, 2006**

### **1. Roll Call**

**Director Granoff called the meeting to order at 8:30a.m.**

**Directors present included Michael Corso, Evan Granoff, Tina Harlow, Richard Lappin, Chris Placco, Maria Ruggieri, and Stanley Weiss. Directors Joseph Paolino, Sr. and Robert Gagliardi were absent. Ex-officio members present included Diana Burdett, Joe DiBattista, and Josh Miller.**

**The Providence Foundation staff present included Joelle Crane, Program Manager and Dan Baudouin, Executive Director. Also present were Urban Place Consulting employees Steve Gibson, President; Frank LaTorre, Director of Public Space; and Leslie Huikko, Office Manager. Block-By-Block staff present included Frank Zammarelli, Operations Manager.**

### **2. Approval of Minutes of the 3/16/06 meeting**

**Director Ruggieri motioned to approve the minutes from March 16 Board meeting. Director Harlow seconded the motion, and a roll call vote was taken as follows:**

**Director Corso yes**

**Director Granoff abstain due to absence**

**Director Harlow yes**

**Director Placco yes**

**Director Ruggieri yes**

**Director Weiss yes**

**Therefore, the motion passed.**

### **3. Results of Survey to Property and Business Owners**

**Mr. Gibson of UPC distributed a summary of survey results. With a 14% response rate, we have statistically significant results. The overall satisfaction with the program is high and results will be further discussed in the next newsletter. There is a perceived difference between the Clean and Safe Teams, with the Clean Team rated slightly higher in visibility, effectiveness, and overall satisfaction. The smaller staff allocation to the Safe Team and later hours of their shifts could be contributing to these perceptions. UPC staff will continue to examine the results to determine if responses vary by geographic area. Director Ruggieri noted that the survey was not sent to residential tenants. The Board agreed that we should solicit input from residents, as they are a significant factor in the revitalization of downtown.**

### **4. Financial Report**

**monthly financial reports**

**Mr. Gibson discussed the monthly financial statements. The**

**Statement of Financial Position shows that we are on track for collecting Accounts Receivable and that many property owners have paid for the last quarter already. The Statement of Operations shows regular activity in terms of revenue collected and expenses incurred. Office expenses are higher, as we began to pay rent this month, but the YTD total remains significantly under budget. The Public Space Management expenses continue to be under budget. The variance is due to having budgeted for full staffing but having un-filled shifts resulting from consistent staff turn-over. The Supplemental Collections report shows a 99% collection rate for January –December 2005 and 98% for January-March 2006. The final payment of this fiscal year is due April 24, 2006. Two properties have been forwarded to the City Tax Collector for follow-up and one property is in receivership.**

**Director Weiss motioned to approve the March 2006 financial reports. Director Placco seconded the motion and a roll call vote was taken as follows:**

**Director Corso yes**

**Director Granoff yes**

**Director Harlow yes**

**Director Lappin yes**

**Director Placco yes**

**Director Ruggieri yes**

**Director Weiss yes**

**Therefore, the motion passed.**

**proposed budget for FY2006-07**

**Mr. Gibson distributed a proposed budget and narrative describing the contents of all line items.**

**Assessment Revenue is higher than last year's budget due to newly-taxable properties and building permits. Demolished buildings were taken into consideration. Since the City will not be re-appraising until December, there is no significant increase in taxable values to consider at this time.**

**Mr. Baudouin distributed materials detailing the scope of DID-specific marketing efforts and broader downtown marketing initiatives that are being overseen by the Providence Foundation. The DID-specific activities include website maintenance, newsletter design and production, and a variety of other printed communications. Mr. Baudouin provided a list of contributors to-date for the efforts of the Downtown Marketing Collaborative and a draft list of activities, which includes map and guide printing, as well as retail recruitment activities. The desired outcome of this collaborative is to pool funds from invested groups to more efficiently develop and send a consistent message about downtown businesses and activities. The Providence Foundation has put out an RFP for marketing and PR firms to recommend the most efficient use of funds. The Providence Foundation will issue the contract with input from representatives of the groups that are making financial contributions. A decision-making board will meet on an on-going basis, and Frank**

**LaTorre will be the DID's primary representative with support from the DID Marketing Committee. The Board agreed that marketing efforts are in alignment with the goals of the DID and that they are confident that the group being convened by the Providence Foundation is an efficient use of funds.**

**Director Weiss motioned to include \$25,000 in the proposed budget to participate for 1 year in the larger Downtown Marketing Collaborative convened by the Providence Foundation, with the conditions that the DID actively participate in the decision-making process and report back monthly to the DPDMA Board. Director Placco seconded the motion, and a roll call vote was taken as follows:**

**Director Corso yes**

**Director Granoff yes**

**Director Harlow yes**

**Director Lappin yes**

**Director Placco yes**

**Director Ruggieri yes**

**Director Weiss yes**

**Therefore, the motion passed.**

**The Public Space Management (Clean and Safe Programs) proposed budget is an attempt to balance the goal of full employment with the reality of staff turn-over that results in vacancies and under-budget expenditures. The goal is to provide the same or better level of service with the same staffing plan as last year. However, the budget**

**reflects a more realistic figure that mirrors our projected expenses for FY06. The reserve is more than sufficient to cover any additional staffing costs that may be incurred. The current allocation between Clean and Safe Teams will be carried forward into FY07.**

**The budget carries forward a reserve that is equal to the projected reserve from the 05-06 fiscal year. As the organization has completed only 1 year of operations, the Board prefers to remain conservative and build the reserve for 1 more year.**

**Director Corso motioned to accept the proposed budget as written and move it forward to the required public hearing. Director Lappin seconded the motion, and a roll call vote was taken as follows:**

**Director Corso yes**

**Director Granoff yes**

**Director Harlow yes**

**Director Lappin yes**

**Director Placco yes**

**Director Ruggieri yes**

**Director Weiss yes**

**Therefore, the motion passed.**

**A legal notice of the public hearing on the proposed budget will run in the Providence Journal for 3 weeks, as required by the Open Meeting Laws. The public hearing regarding the proposed budget will take place during the time scheduled for the regular monthly DPDMA**

**Board meeting, May 18, 2006 at 8:30 a.m. The hearing will take place in the first floor auditorium at the Commerce Center at 30 Exchange Terrace. If time permits, the regular monthly DPDMA Board meeting will immediately follow in the same location.**

#### **5. Operations Committee Report**

**This item was suspended due to time constraints.**

#### **6. Marketing Report**

**This item was suspended due to time constraints.**

**7. Report from Urban Place Consulting and Director of Public Space- Frank LaTorre proposed a plan to bring Jim Peters, President of the Responsible Hospitality Institute, to Providence for a 2-day workshop on May 24-25, 2006. Mr. Peters brings a national perspective to help build consensus among the key stakeholders Downtown. Mr. LaTorre has spoken with the Mayor about this opportunity, and he is committed to having 2 of his staff attend the workshop. The Board discussed the importance of commitment of both financial and human resources by property owners, security personnel, hospitality (restaurant and club owners), and residents. The City of Providence, the Providence Foundation, the Jewelry District, and the Downtown Merchants Association are each contributing \$500 to the cost of the workshop. The Downtown Neighborhood Alliance will contribute \$250.**

**Director Lappin motioned to allocate DID funds up to \$1,000 for the purpose of funding the 2-day Responsible Hospitality workshop. Director Placco seconded the motion, and a roll call vote was taken as follows:**

**Director Corso   yes**

**Director Granoff         yes**

**Director Harlow   yes**

**Director Lappin   yes**

**Director Placco   yes**

**Director Ruggieri         yes**

**Director Weiss   yes**

**Therefore, the motion passed.**

#### **8. Report from Block-By-Block**

**This item was suspended due to time constraints.**

#### **9. Other Business**

**None discussed.**

#### **10. Adjournment**

**The meeting was adjourned at 10:10.a.m.**

**Respectfully Submitted,**



**Leslie S. Huikko**

**DID Office Manager**